



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
111 SOUTH GEORGE MASON DRIVE  
ARLINGTON, VA 22204-1382

NGB-ARP-C

24 June 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Form Content Management Program (FCMP) Training via Video Teleconference (VTC)

1. The FCMP training for States and Territories will be held via VTC or in our location, which can accommodate 12 students per class. The following are the class dates:

Friday 8 & 22 August 2008  
Friday 5 & 19 September 2008  
Friday 3 & 17 October 2008  
Friday 14 November 2008  
Friday 12 December 2008

2. CLASS TIMES: Class start time will be 0830 for the morning session and 1330 for the afternoon session.

3. LOCATION: Classes will take place at Jefferson Plaza 1 (JP1), 1411 Jefferson Davis HWY Room 2100, Arlington, VA.

4. CONNECTIVITY: Please contact SFC Luciano and/or Mr. JB Kuykendall via email at [lane.luciano@us.army.mil](mailto:lane.luciano@us.army.mil) or [jb.kuykendall@us.army.mil](mailto:jb.kuykendall@us.army.mil) respectively and provide your IP address and point of contact for the VTC. They will request your connection and dial number through Video Operations. Those individuals who would like to attend the class in person also need to contact SFC Luciano or Mr. Kuykendall via email for seat availability.

5. HOTEL AMENITIES: Recommend the following hotels in Arlington, VA: Crowne Plaza, phone number (703) 416-1600, Doubletree, phone number (703) 416-4100 or Marriott, phone (703) 413-5500. If you need to cancel, please contact the undersigned as soon as possible so we may offer it to another person.

6. Point of contact for this memorandum is SFC Lana Luciano at 703-607-9102 or [lane.luciano@us.army.mil](mailto:lane.luciano@us.army.mil).

EMMA A. FRISTOE  
LTC, FI  
Chief, Officer Management Branch

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States and Territories